Creating an Expense Report WITHOUT an Authorization

When Does This Apply?

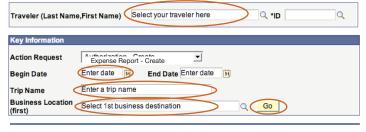
- For DOMESTIC travel, create an Expense Report (ER) without Authorization, if your division does not require a Travel Authorization for domestic trips.
- Create a future-dated DOMESTIC Expense Report and Save it for Later to generate an LBNL Trip # to be used to book flights with Carlson or in Clipbook.
- 3. For LOCAL Expense Reports.

Create an Expense Report with no Authorization

- Click on Berkeley Lab Travel Expenses.
- 2. Click on Manage Trips.
- 3. Select Expense Report-Create to display the screen below.
- 4. In the screen, enter or select the traveler's name.
- Enter or select the trip dates.
- 6. Enter a trip name and the first business location.
- 7. Click on the Go button.

Trip Navigation

Trip Action and Key Information



Click on the Yes button to continue creating your ER.

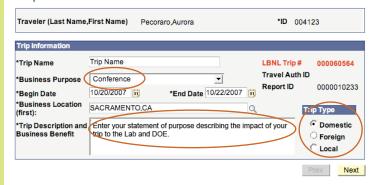
No authorization was found for your search criteria. Do you want to continue and create an Expense Report?

Yes

No

- 9. Select your traveler's business purpose
- 10. Enter your trip description and business benefit
- 11. Select Domestic or Local Trip Type. Click on Next.

Expense Report - Modify Trip Information



 At the top of the screen, enter one or more projects. To split projects, click on "+" to add additional projects.

Expense Report - Modify

Trip Leg Information

Traveler	Pecoraro, Aurora	004123	Phone	510/486-6439	Mail Stop	937R0500	HR Org	CF
Arranger	ranger Atkinson,Maria Fink		Phone	510/486-6184	Mail Stop	937R0500	HR Org	CF
LBNL Trip# 000060564 Travel Auth ID			Report ID	0000010233	Begin Date	10/20/2007	End Date	10/22/2007
Business Purpose Conference		Trip Type	Domestic					

Project Information			Cu	ustomize Find III First 1-2 of		▶ Last
Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code	
1 300704		50.00	YN0100000	CF	OPEXP (∄) E
2 301011		50.00	YN0100000	CF	OPEXP	E

If more than one project, the percentage should total 100%, and a primary project must be selected.

13. Select a departure city and the location to which you will return. You can enter the number of personal days.



- 14. If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
- 15. Click Next. You will enter other expenses in the next screen.



16. This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on Continue to Expense Details Screen to enter all trip expenses on one screen).



Note: This screen captures the expenses for each itinerary leg. If a multi-leg trip, you will have to click on the Next Leg button or continue to the Expense Details screen to add expenses.

- 17. The Expense Details screen shows all expenses.
- Click on OK or on the "+" to add an expense. You can select expenses to "Copy" or to "Delete". The amount spent can be modified in this screen.



- 19. TREX displays expense totals at the bottom of the screen.
- Click on Check for Errors. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
- 21. Click on Update Totals to sum all expenses entered so far.
- 22. Click on the link Personal Days and Meals Provided to enter specific info
- 23. Click on *Printable View* to print the form for attaching receipts to be forwarded to the Travel Office (*Save for Later* first).
- 24. Click on the Select Approver button to identify the approver for the ER.
- 25. If arranging for someone, click Submit for Certification to send the ER to the traveler, otherwise click on Finish and Submit.

